

DEPARTMENT OF HUMAN RESOURCES

SOLICITATION NOTICE

PROPOSALS ARE BEING ACCEPTED FOR THE FOLLOWING:

DHR – Office of Budget and Finance STATE ADMINISTRATION

DHR SOLICITATION NUMBER: OBF/CARM/11-003-S

DESCRIPTION: Medicaid Rehabilitation Services Program—Provider Reviews

SUMMARY STATEMENT: The Department of Human Resources, Cost Allocation and Revenue Management Division (CARM), is seeking proposals for a contractor to perform onsite program compliance reviews of 40 Medicaid Residential Rehabilitation Services Program (Program) providers, and to develop an onsite review instrument that includes standard provider corrective actions, with follow-up timeframes to address deficiencies. The Contract will be for a six-month period, beginning on or about March 1, 2011.

REQUIREMENTS: The Contractor shall:

1. Meet with Department staff to review existing procedures and the needs of the Department.
2. Provide a project plan that includes a timeline for completion of the project.
3. Conduct visits of 40 enrolled Providers, reviewing a sample of case records to determine the condition of the Provider's documentation, and train the Providers on Program requirements.
4. Provide an on-site review instrument that also includes standard provider corrective action plans to address deficiencies with follow-up timeframes.

ADDITIONAL INFORMATION: This is a Small Business Reserve Procurement under COMAR 21.11.01.06. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§14-501 —14-505, Annotated Code of Maryland, and that are registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract.

USER AGENCY: Cost Allocation and Revenue Management Division

BIDS DUE: 3:00 p.m. Tuesday, February 1, 2011

BASIS FOR AWARD: A single Contract will be awarded to the responsible Offeror whose Proposal presents the most advantageous offer to the State considering evaluation of the Offeror's Technical Proposal and Price.

VENDORS INTERESTED IN SUBMITTING A PROPOSAL ON THE ABOVE LISTED PROJECT SHOULD DIRECT INQUIRES TO:

Fatimah Ferguson, Procurement Officer
Department of Human Resources
Procurement Division
311 West Saratoga Street, Room 946
Baltimore, MD 21201
(410) 767-7271/Office
(410) 333-0258/Fax
fferguso@dhr.state.md.us

Note: Facsimile or Electronic Proposals will NOT be accepted.

Solicitation documents are available on eMaryland Marketplace at www.emarylandmarketplace.com under Solicitation # **N00SO284975**.

Minority Business Enterprises are encouraged to respond to this solicitation.